

Unit 7:

Transfer of Command



FEMA



Unit Objectives

- Describe the process of transfer of command.
- List the essential elements of information involved in transfer of command.



Transfer of Command

Transfer of command is . . .

. . . the process of moving the responsibility for incident command from one Incident Commander to another.



When Command Is Transferred

May take place when:

- **A jurisdiction or agency is legally required to take command.**
- **Change of command is necessary for effectiveness or efficiency.**
- **Incident complexity changes.**
- **There is a need to relieve personnel on incidents of extended duration.**
- **Personal emergencies (e.g., Incident Commander has a family emergency).**
- **Agency administrator/official directs a change in command.**

A More Qualified Person Arrives

The arrival of a more qualified person does NOT necessarily mean a change in incident command.

The more qualified individual may:

- Assume command according to agency guidelines.
- Maintain command as it is and monitor command activity and effectiveness.
- Request a more qualified Incident Commander from the agency with a higher level of jurisdictional responsibility.



Transfer of Command Procedures

Whenever possible, transfer of command should:

- **Take place face-to-face.**
- **Include a complete briefing.**

The effective time and date of the transfer should be communicated to personnel.



Transfer of Command Briefing Elements

The transfer of command briefing should include:

- Situation status.
- Incident objectives and priorities based on the IAP.
- Current organization.
- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communications plan.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff members.



Documentation: ICS Form 201

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
<h2>Useful Tool for Initial Incident Commander</h2>			
5. PREPARED BY (NAME AND POSITION)			
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- The initial Incident Commander can use the ICS 201 to document actions and situational information required for transfer of command.
- For more complex transfer of command situations, every aspect of the incident must be documented and included in the transfer of command briefing.

Activity: Challenges and Strategies

Instructions:

- Working as a team, identify the challenges facing an incoming commander and strategies for overcoming these challenges.
- Record your challenges and strategies on chart paper as shown:
- Choose a spokesperson and be ready to present in 15 minutes.

Transfer of Command	
Challenges	Strategies

Summary

Are you now able to:

- Describe the process of transfer of command?
- List the essential elements of information involved in transfer of command?

